



Microsoft Project 2016 – Intermediate – 1 Day

COURSE DESCRIPTION

This one day course will build upon the skills learned in Microsoft Project 2016 Basics course. This course will go beyond simply preparing a project plan and will look at the skills needed to use Microsoft Project during the Project Implementation phase. At the end of this course, students will be able to manage straightforward projects through the proper assignment of tasks and resources and be able to track progress and report on a project. Students will use MS Project 2016 Professional to work through example modules and create their own project plan.

OBJECTIVES

- Examine how Fine-Tune Task Details
- Examine how to Fine-Tune Resource Details
- Examine how to Fine-Tune Assignment Details
- Examine how to Fine-Tune the Project Plan
- Examine how to Organize Project Details
- Examine how to Track Progress on Tasks and Assignments
- Examine how to View and Report on Project Status
- Examine how to Get Your Project back on Track

PREQUISITES

Students must have knowledge and experience in the basics of MS Project 2013.

Class Dates/Cost/Location

NOTE: For the MS Project 2016 classes only: Enroll in multiple MS Project classes and receive Discounted Fees.

FEES: One Class: \$140. Two Classes: \$245. Three Classes: \$350.

<u>Class Date - “Intermediate”</u>	<u>PDU’s^{1,2}</u>	<u>COST</u>	<u>TIME</u>	<u>LOCATION</u>
Wednesday, April 5, 2017	6.5	\$140 per participant*	8:30 a.m. - 4:30 p.m.	Topeka

¹The Mathis Group, Inc. is a Project Management Institute (PMI) Registered Global Educational Provider. This course provides PMI Professional Development Unit’s (PDU’s).

²PMI’s Talent Triangle Breakdown: Technical – 6.50

*2.5% administrative fee included

Course Registration

- The registration form can be found at: <http://oits.ks.gov/kito/epmo/kito-project-management-training>. Submit completed registration by email to kito@ks.gov. Any questions regarding this course may be directed to Sara Spink at sara.spinks@ks.gov or 785-296-3329.

Cancellation Policy

Cancellations up to twenty (20) days prior to the class date – 100% refund

Cancellations less than twenty (20) days – no refund

PM Information can be found at: <http://oits.ks.gov/kito>